



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

DRAFT  
**LIBRARY COMMISSION**  
After Action  
REGULAR MEETING

**DECEMBER 13, 2004**

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**Morgan Hill Civic Center**  
Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Chuck Dillmann
Vice-Chair	George Nale
Commissioner	Jeanne Gregg
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	Einar Anderson
Commissioner	Ruth Phebus
Commissioner	Bert Berson
Commissioner	John Macchia

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**7:15 P.M.**

**CALL TO ORDER**

Chair Dillmann called the meeting to order

**ROLL CALL ATTENDANCE**

Absent: Commissioners Anderson and Macchia

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Dillmann

**PUBLIC COMMENT**

Commissioner Cameron stated he received a mission statement from the Milpitas Library Commission.

## **REPORTS**

### **1. COUNTY LIBRARY REPORT**

Legislation-Funding & Budgeting

County Librarian Melinda Cervantes

County Librarian Cervantes reported the Commission and Friends reception held on December 4<sup>th</sup> was a success. The keynote speaker was State Librarian Susan Hildreth. The County Library's Fiscal Officer, Gay Strand spoke on funding issues for the library system. This topic was so popular that many Commissions have asked Ms. Strand to speak to them directly on this topic. Ms. Cervantes will check on Ms. Strand's availability to speak to the Morgan Hill Commission at an upcoming meeting.

Ms. Cervantes stated the event was so successful, the county library will continue to hold this event on an annual basis.

The County Library will host an open house on Thursday, January 6 from 11:30 a.m. to 1:00 p.m. All Commissioners are invited to attend. The county headquarters are located at 14600 Winchester Blvd. Los Gatos.

Joint Powers Authority

Council Member Steve Tate

Council Member Tate reported the JPA will hold a special meeting to consider forming a special facilities district for the special library tax measure on December 16<sup>th</sup>. Meeting topics will also include how to structure the election and how to finance the campaign. The JPA is considering a mail-in ballot. The cost for the mail-in ballot and traditional election is about the same - \$8 to \$9 per voter.

Mr. Tate reported political consultant, Charles Heath continues to do a good job. The results of the phone poll he conducted will be reviewed at special meeting on the 16<sup>th</sup>. Mr. Tate stated the poll asked voters if they would support an increase in the \$33 tax per household now charged for library services; if an increase is not approved by voters in the 2005 election, would they support a continuation of this tax at the current rate for 5 years. The purpose of this question is to measure overall support for the special tax.

Commissioner Stanaway asked if the recent closures of the Salinas and Monterey libraries had prompted those communities to develop a similar measure. Ms. Cervantes responded she had not heard anything yet. Commissioner Cameron asked about the margin of error in the poll. He stated as a volunteer for Measure B, he spoke to very few people who stated they would not support the tax, yet the measure failed. Mr. Tate responded he will ask the consultant about the margin of error.

Commissioner Berson announced the next meeting for the Morgan Hill Steering Committee will be held on Thursday, January 6 at 7:00 p.m. at the Library.

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**2. MORGAN HILL LIBRARY REPORT**

Community Librarian  
Roseanne Macek

Chair Dillmann congratulated Ms. Macek on her appointment as Community Librarian. Ms. Macek provided information on her professional background, which includes experience in corporate libraries.

Ms. Macek reported circulation was down 13% in October 04 as compared to October 03. She stated this could be a direct correlation to the Monday closure, which equates to a 13% decrease in the number of hours the library is open. However, the gate count in October and November was up. The gate count was 967/day and 1063/day respectively.

The Mervyn's grant has been completed. This grant was a success and fostered an increase in the number of library card holders.

December programs include local children's author, Karen Beaumont of San Martin and a puppet show to celebrate the holidays.

**3. LEGISLATIVE COMMITTEE**

Chair Dillmann

Chair Dillmann stated there was no news to report.

**4. CONSENT CALENDAR**

**APPROVAL OF MEETING MINUTES OF NOVEMBER 8, 2004**

Vice-Chair Nale motioned to approve the minutes. Commissioner Cameron seconded the motion. Motion carried (7:0)

**BUSINESS**

**5. UPDATE ON STATUS OF NEW MORGAN HILL LIBRARY PROJECT & ROLE OF LIBRARY COMMISSION, LIBRARY STAFF AND PUBLIC IN NEW LIBRARY**

**Recommended Action: Information Item.** Update on the status of the new Morgan Hill Library. Commission will discuss roles of Commission, Library Staff and public in the library project. Discussion of workshop for Library Commission.

Council Member Tate reported the Request for Qualifications (RFQ) was issued and sent to nine firms. The RFQ is due at 5:00 p.m. on December 15<sup>th</sup>. An update on the status of the RFQ is on the Council's consent calendar at the December 15<sup>th</sup> meeting. Mr. Tate noted the RFQ states the completion of the library is anticipated to be spring of 2007, but he believes it should be completed by fall of 2006. He will check on the discrepancy in the dates.

Commissioner Berson asked the Commission to participate in a workshop to discuss the role of the Commission. He noted it would be helpful to come together with a facilitator to discuss old functions of the Commission and develop new functions. Commissioner Gregg stated former Commissioner Salzano requested a similar workshop and it was good to revisit this issue. Council Member Tate stated the Council will discuss the roles and responsibilities of all Commissions at the Council retreat on January 13<sup>th</sup> and 14<sup>th</sup>. The Council should have some guidelines for the Commission after the retreat.

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Commissioner Berson put forth the following motion:

*The Morgan Hill Library Commission will hold a one day workshop on a date to be determined with an outside facilitator to discuss the role of the Commission.*

Commissioner Cameron motioned to approve. Vice Chair Nale seconded the motion. Motion carried (7:0).

The Commission agreed by consent to hold the workshop on Saturday, January 29<sup>th</sup> from 9:00 a.m. to 4:00 p.m. at the Community and Cultural Center. County Librarian Cervantes will assist in identification of a facilitator.

**6. LIBRARY BOND ACT OF 2000 – CYCLE III APPLICATION RESULTS**

**Recommended Action: Information Item.** City staff will provide rating results of Morgan Hill's application for Cycle III of the Library Bond Act of 2000.

Council Member Tate reported Morgan Hill's application received a rating of "Very Good" for the third time. The rating sheet was distributed to the Commission. Morgan Hill's scores were "3" out of "4" possible points in each category. Therefore, Morgan Hill would not qualify for funding under the new library bond. However, Gilroy did receive two ratings of "4" on its application and would qualify for funding under the new library bond if passed. Mr. Tate encouraged the Commission to support the bond in order to support Gilroy's application. He added State Librarian Susan Hildreth stated she will try to make the \$300 million from the bond tagged for qualified Cycle III applications an automatic award, should the bond pass.

**7. LIBRARY FUNDRAISING SUB-COMMITTEE**

**Recommended Action: Information Item.** The Fundraising Sub-Committee will provide a status report to the Commission.

Chair Dillmann reported the Fundraising Committee met to discuss next steps. He stated the Committee came up with three conclusions as a result of their meeting:

- 1) fundraising for supplemental funds for library operations would not be in conflict with or undermine the measure for the special benefits tax. The focus of the fundraising should be on corporate donations.
- 2) Long-term operation under the Friends of the Library (FOL) will be incompatible with the mission of the FOL and the large fundraising goals of the Committee. The Committee believes a separate 501(c) 3 should be established.
- 3) The Committee plans to meet with local corporate and community leaders to outline needs and issues in order develop a comprehensive fundraising plan and to ask for advice in identifying someone to lead this fundraising effort.

Commissioner Berson suggested the Fundraising Committee and Morgan Hill Steering Committee coordinate who they will ask for funds, so they will not ask the same person twice. Ms. Cervantes stated the two efforts will create synergy and support for the special benefits tax should lead to support for the additional fundraising.

Commissioner Gregg stated the fundraising effort could be started by asking for donations for specific things such as funds to purchase books cases, signs etc. She suggested perhaps a pre-

school or other group could sponsor book cases. This would foster ownership of the library and tap into an emotional response from the community.

The Committee will provide a status report at the January Library Commission meeting.

**10. ANNOUNCEMENTS**

None

**11. REQUESTS FOR FUTURE ITEMS**

- 1) Agenda for January 29 workshop
- 2) Resolution for Silicon Valley Reads
- 3) Schedule date for County Library Fiscal Officer to address Commission
- 4) Request for speaker from local library foundation or endowment on fundraising
- 5) Commission to consider joining CALTAC
- 6) Update from Fundraising Sub-Committee

**12. ADJOURNMENT**

Vice Chair Nale motioned to adjourn the meeting. Commissioner Berson seconded the motion. Motion carried (7:0).